

EEO PUBLIC FILE REPORT**Shentel Unit # 12279 – Weston, WV****Reporting Period: October 1, 2011 through September 30, 2012**

Total Number of Full-Time Vacancies Filled During This Period: 10

Total Number of People Interviewed for Full-Time Vacancies During This Period: 42

#	Position Title	Number Hired	Recruitment Source of Successful Applicant(s)	Recruitment Source(s) Used to Fill the Vacancy	Number of Interviews Referred by Each Recruitment Source	Total Number Interviewed
1	Office Assistant	1	Indeed.com	Shentel Website; Clarksburg Exponent Telegram; Weston Democrat, Indeed, Yard Signs, Payment Center Posters	Shentel Website(4); Indeed(3), Clarksburg Exponent Telegram (0), Weston Democrat (0), Yard Signs (0), Payment Center Posters (0)	7
2	Field Auditor	1	Walk in	Shentel Website, Walk In, ITT Huntington, Yard Signs, Payment Center Posters	Shentel Website (3); Walk In (1), ITT Huntington (0), Yard Signs (0), Payment Center Posters (0)	4
3	Office Assistant	1	Indeed.com	Shentel Website, Indeed; Weston Democrat, Yard Signs, Payment Center Posters	Shentel Website (6); Indeed.com (1), Weston Democrat (0), Yard Signs (0), Payment Center Posters (0)	7
4	Customer Service Rep	1	employee referral	Shentel Website, Employee Referral, Chamber of Commerce Webster Springs, Yard Signs, Payment Center Posters	Employee Referral (1), Shentel Website (0), Chamber of Commerce Webster Springs (0), Yard Signs (0), Payment Center Posters (0)	1
5	Customer Service Rep	1	Indeed.com	Shentel Website; Indeed, Harrisburg Job & Internship Fair , Yard Signs, Payment Center Posters	Shentel website (5); Indeed (2), Harrisburg Job and Internship Fair (0), Yard Signs (0), Payment Center Posters (0)	7
6	Customer Service Rep	1	employee referral	Shentel Website, Employee Referral, CPEC Job Fair, Yard Signs, Payment Center Posters	Employee Referral (1), Shentel Website (0), CPEC Job Fair (0), Yard Signs (0), Payment Center Posters (0)	1
7	Office Assistant	1	Indeed.com	Shentel Website, Weston Democrat, ZipRecruiter, Yard Signs, Payment Center Posters	Indeed.com (3); Weston Democrat (1), ZipRecruiter (0), Yard Signs (0), Payment Center Posters (0)	4
8	Office Assistant	1	Facebook	Shentel Website, Employee Referral; Facebook; Indeed, Kelly Services, Extra Staffing, Yard Signs, Payment Center Posters	Indeed (2); Facebook (1); Employee Referral (1), Shentel Website (0), Kelley Services (0), Extra Staffing (0), Yard Signs (0), Payment Center Posters (0)	4
9	Office Assistant	1	Kelly Services	Shentel Website; Employee Referral; Indeed; Kelly Services, Extra Staffing, Yard Signs, Payment Center Posters	Kelly Services (1), Shentel Website (0), Employee Referral (0), Indeed (0), Extra Staffing (0), Yard Signs (0), Payment Center Posters (0)	1
10	Supervisor, Customer Service	1	Employee Referral	Shentel Website, Zip Recruiter, Civilian Jobs, Simply Local Weston, Workforce WV, Indeed, Employee Referral, Internal, Yard Signs, Payment Center Posters	Indeed (3); Internal (2); Employee Referral (1), Shentel Website (0), ZipRecruiter (0), Civilian Jobs (0), Simply Local Weston (0), Workforce West Virginia (0), Yard Signs (0), Payment Center Posters (0)	6

EEO PUBLIC FILE REPORT**Shentel Unit # 12279 – Weston, WV****Reporting Period: October 1, 2011 through September 30, 2012****Supplemental Recruitment Initiatives:**

This unit executed the following Supplemental Recruitment Initiatives during this reporting period:

- Maintaining a tuition reimbursement program that allows employees to obtain qualifications that would allow them to advance to positions of greater responsibility.
- Establishing an internship program designed to assist members of the community in acquiring skills needed for MVPD employment.
- Participating in multiple job fairs with personnel who have substantial hiring responsibility.

EEO PUBLIC FILE REPORT**Shentel Unit # 12279 – Weston, WV****Reporting Period: October 1, 2011 through September 30, 2012**

#	Name of Recruitment Source	Address	Contact Person	Telephone Number	Entitled to Notification	Total Number of Referrals	Number of FT Hires
1	Shentel Website	Shentel	NA	Shentel	NA	35	0
2	Yard Signs	Shentel Locations	Shentel Marketing	Shentel	NA	0	0
3	Payment Center Posters	Shentel Locations	Shentel Marketing	Shentel	NA	0	0
4	Employee Referral	NA	NA	NA	NA	4	3
5	Simply Local - Weston	Shentel Local Access Channel 3	Shentel - Robin Laird	540-984-5177	NA	0	0
6	Workforce West Virginia	1321 Plaza East, Charleston, WV 25325	NA	(304) 558-0342	NO	0	0
7	CivilianJobs	1825 Barrett Lakes Blvd, Suite 300, Kennesaw, GA 30144	NA	(866) 801-4418	NO	0	0
8	Internal	NA	NA	NA	NA	2	0
9	ZipRecruiter	1753 Third St Promenade, Suite 335, Santa Monica, CA 90401	NA	(877) 252-1602	NO	0	0
10	Kelly Services	8 Mountain Park Drive, White Hall, WV 26554	Sandi Stewart	304-363-4712	NO	1	1
11	Weston Democrat, Inc.	306 Main Ave, P.O. Box 968, Weston, WV 26452	NA	(304) 269-1600	NO	1	0
12	Walk-In	NA	NA	NA	NA	1	1
13	Clarksburg Exponent/Telegram	PO Box 2000, Clarksburg, WV 26302	NA	304-626-1420	NO	0	0
14	Facebook	1601 Willow Rd Menlo Park, CA 94025	NA	NA	NO	1	1
15	Indeed	177 Broad St, 6th Floor, Stamford CT 06901	NA	NA	NO	14	4
16	Chamber of Commerce Webster Springs	Webster Springs, WV 26288	NA	304-847-7666	NO	0	0
17	Harrisburg Job & Internship Fair	3211 N. Front St, Suite 201 Harrisburg, PA 17110	Christine Brindle	717-213-5048	NO	0	0
18	CPEC Job Fair	One Stoney Rd Dillsburg, PA 17019	Traci Keiffer	717-440-6237	NO	0	0
19	Extra Staffing	305 Water St Stonewood, WV 26301	NA	304-623-6738	NO	0	0
20	ITT Huntington	5183 US 60 #40 Huntington WV	NA	304-733-8700	NO	0	0

EEO PUBLIC FILE REPORT

Shentel Unit # 12279 – Weston, WV

Reporting Period: October 1, 2011 through September 30, 2012

Question 3

Unit # 12279 works with a broad spectrum of recruitment sources to distribute its job vacancy information to its existing employees, its local community, and beyond.

With regard to its existing employees, Shentel Cable posts notifications of its job openings on its employee intranet, which is available for view by all internal employees as soon as the job posts.

This unit attracts job applicants from its community by working with numerous organizations, media outlets, educational institutions, and other recruitment sources. For instance, employment opportunities at this unit are listed in the job banks of numerous organizations, including Workforce West Virginia. Jobs for this unit have also be provided to the Webster Springs Chamber of Commerce.

Further, this unit also works closely with the following training center to distribute job vacancy information to students: ITT Technical Institute in Huntington, WV.

This unit makes also job vacancy information available at local recruitment events where attendees may receive information on how to apply for available positions. Managers and staff of this unit have attended the following events: Harrisburg Job Fair and CPEC Job Fair.

When appropriate, this unit places advertisements for open full-time positions in the following local media outlets: Weston Democrat and Clarksburg Exponent Telegram.

The following is a complete list of recruitment sources used by this unit to attract applicants whenever job vacancies become available: Shentel Career Website, Simply Local Weston (television advertisement), Workforce West Virginia, CivilianJobs.com, ZipRecruiter, Kelley Services, Weston Democrat, Clarksburg Exponent Telegram, Indeed, Webster Springs Chamber of Commerce, Harrisburg Job Fair, CPEC Job Fair, and ITT Technical Institute.

EEO PUBLIC FILE REPORT

Shentel Unit # 12279 – Weston, WV

Reporting Period: October 1, 2011 through September 30, 2012

Question 7

This employment unit uses written job descriptions for all unit managers that detail the responsibilities of each position. The Regional Human Resources Generalists works in collaboration with management of the region to ensure EEO compliance at this unit. The job performance of the Director of Operations is evaluated on an annual basis by the Regional Vice-President of Operations. The Director of Operations ensures that this unit adheres to Shentel's EEO policy and is evaluated as part of this review. Anyone that fails to meet set goals and objectives receive a performance improvement plan and the plan is reviewed on set intervals.

The Human Resources Department is responsible for EEO recordkeeping. This includes, but is not limited to: 1) ensuring that recruitment logs are maintained; 2) making sure recruitment lists are updated; 3) recording data regarding the referrals from each recruitment source used, the selected interviewees, and the successful applicant; 4) producing the unit's EEO annual report on an annual basis and making sure the report is placed in the unit's public inspection file; and 5) transmitting recruitment and hiring data as necessary to the Regional Human Resource Generalist for review and reporting purposes as necessary.

The Director of Operations of this employment unit works with a Regional Human Resource Generalist on EEO matters, who in turn reports to Shentel's Director of Human Resources who reports to the Chief Financial Officer. The Regional Human Resource Generalist has oversight responsibility for the unit's compliance with Shentel's EEO policy and Shentel's Human Resources Department is responsible for the unit's EEO reporting to the Federal Communications Commission. The Regional Human Resource Generalist keeps the employment unit's managers informed of their responsibilities under Shentel's EEO policy and reviews personnel activities such as promotions, hiring, and terminations to ensure compliance with the EEO policy.

Shentel's Chief Financial Officer is the corporate officer with ultimate responsibility for ensuring that Shentel's employment units operate in compliance with the FCC's EEO rules, as well as those of other federal and state agencies. The Director of Human Resources conducts an annual review of the Regional Human Resource Generalists job performance, which evaluates [his/her] efforts to ensure and improve upon the employment unit's EEO compliance. The Director of Human Resources also holds periodic meetings with Shentel's Regional Human Resource Generalists during which EEO compliance and specific issues are discussed